

# Pollworker Points...

## Is Your Contact Information Up-to-Date?

The elections' office is in regular contact with our pollworkers during each election cycle. In order to be in contact with you, it is important that you make sure you keep your address, phone number, and e-mail address up-to-date with our office. Call your pollworker coordinator or go on-line to [www.pascovotes.com](http://www.pascovotes.com) to update your information.



## May We Send You A Text?

The elections' office will be utilizing a new training date reminder program this year. Instead of receiving "robo-calls" reminding pollworkers of upcoming training classes, we will be sending reminders via text messaging to your cell phones. If you are willing to receive these text message reminders, please e-mail your cell phone number to the pollworker coordinators at [pollworker@pascovotes.com](mailto:pollworker@pascovotes.com). Standard text messaging rates will apply.

**TEXT**

## Interested In Changing Your Pollworker Position?

In Pasco County, there are seven pollworker positions: Precinct Supervisor, Voting System Specialist, EVID Specialist, EVID Operator, Ballot Distributor, Attendant, and Poll Deputy. If you are interested in changing your position for 2018, please contact your pollworker coordinator as soon as possible.



## Election Dates 2018

Municipal Election  
**April 10, 2018**  
Primary Election  
**August 28, 2018**  
General Election  
**November 6, 2018**



## Plan Ahead!

The Pollworker Training Calendar for the 2018 Election Cycle has been finalized. The dates are for "task-specific" trainings. Prior to each election, pollworkers are required to attend one task-specific training for their assigned position. If you are a new pollworker, you are required to attend a 'Newbie' training prior to attending the regular task-specific class for your position. This includes new Precinct Supervisors, Voting System Specialists, EVID Specialists and EVID Operators.

REMEMBER: Excluding Poll Deputies, ALL pollworkers must complete the on-line training course in order to be eligible to attend a task-specific training. The on-line training (OTP) will begin soon. Pollworkers will be given information later this month regarding the OTP. Please direct all questions regarding the training schedule to your pollworker coordinator.

NOTE: Central Pasco pollworkers will be assigned to a task-specific class in Dade City (East Pasco), but may request to attend training in New Port Richey (West Pasco). Central pollworkers will be paid a \$15.00 stipend to attend their training classes. Because all 'Newbie' training classes are held in East Pasco, workers from Central and West Pasco attending the 'newbie' classes will also be paid a \$15.00 stipend to attend those classes.

Please let your pollworker coordinator know if you have a class preference.

## Pollworker Coordinators Contact Information

[pollworker@pascovotes.com](mailto:pollworker@pascovotes.com)

**East/Central - Nancy:**  
[nglavich@pascovotes.com](mailto:nglavich@pascovotes.com)  
352-521-4302  
813-929-2788

**West - Joyce:**  
[jmartin@pascovotes.com](mailto:jmartin@pascovotes.com)  
727-847-8162

## COMING SOON ... UPDATED ON-LINE TRAINING PLATFORM (OTP)

The Pasco County Supervisor of Elections' office will be rolling out the new version of our on-line training platform (OTP) in March 2018. The OTP remains a mandatory assignment for all Pasco County pollworkers (except Poll Deputies). Therefore, all pollworkers who want to work the elections this year, must complete the OTP prior to attending a task-specific training class.

Pollworkers will be sent information later this month regarding the OTP, and will have the month of March 2018 to complete it. The training requires a computer with internet access and takes approximately 1.5 hours to complete. Pollworkers who do not have access to a computer may complete their OTP on a laptop in any of the three elections' offices (by appointment only). Scheduling an appointment to use an office laptop will not begin until the OTP notification is sent to all workers required to take the on-line training.

[www.pascovotes.com](http://www.pascovotes.com)

**Brian E. Corley**  
Supervisor of Elections  
P. O. Box 300  
Dade City, FL 33526



## Updated OTP .....

Your pollworker coordinators will begin making work assignments and scheduling task-specific trainings as workers complete the OTP, so don't DELAY! Because completion of the OTP training indicates you are ready to work, DO NOT complete the on-line training if you are not planning to work the polls in 2018.

Watch for your OTP notification, coming SOON to your in-box.

## 2018 EVID SPECIALIST TRAINING LABS

The elections' office will be conducting independent training labs for the EVID Specialists. The labs are designed as a refresher course, and are held prior to the regular training classes in hopes of minimizing the substantial learning curve we experience between election cycles. The labs this year will also introduce new paperwork procedures for the 2018 Election Cycle.

The EVID Specialist labs are currently scheduled June 4th – June 8th, and will be available at all three elections' offices from 9:00 a.m. to 4:00 p.m. The labs should last approximately one hour. Specialists will process simulated Election Day voter transactions like name changes, address changes, provisional ballot procedures, and practice completing the required paperwork for those transactions.

All pollworkers expected to take a lab will receive notification approximately one month prior to the week of the labs. After receiving notification, call your pollworker coordinator to schedule your lab time. All specialists who participate in the lab will be compensated.

## POLLWORKER WAGES

Pollworkers should be aware that wages paid to election workers are generally not subjected to income tax withholding. However, the IRS considers it reportable income. Therefore, the Supervisor of Elections will provide W-2 forms to ALL pollworkers regardless of the amount of wages earned.

Please be advised that pollworker wages are made up of training pay and Election Day pay, which appears as one line item on the paycheck stub. When a pollworker attends additional trainings, those wages are a separate line item from the regular pollworker wage. Early Voting wages are also shown as a separate line item on the paycheck stub.

## 2018 ELECTION COMMITMENTS

Are you unavailable to work any of the two elections in 2018? Measures will be taken soon to prepare for trainings and the staffing of all polling locations for this year's elections. Therefore, your pollworker coordinators need to know your availability for the upcoming election cycle.

The pollworker department sent out a questionnaire in early January to gauge your commitment to working the 2018 elections. If you do not complete the questionnaire, the pollworker coordinators will mark you as unavailable to work and remove you from the active pollworker file. Training and assignment notifications will only be sent to those available to work.

## POLLWORKER FAQs

1. Do I have to complete the Online Training Platform if I am NOT planning to work the 2018 election cycle? **No, please do not complete the OTP if you are not planning to work.**
2. Do I have to complete the OTP now if I am only available for the November election? **Yes, everyone needs to complete the OTP as soon as possible.**
3. Can I work even if I am not available for both elections? **Yes, but your chances of being assigned are limited if you cannot commit to both elections.**
4. If I am unable to attend my assigned task-specific training, may I attend a different one? **Due to equipment availability and space constraints at training facilities, changing assigned class times will only be considered in emergency or extreme situations.**
5. My husband and I have only one car. May we be assigned to work at the same polling location? **In most cases, yes, every effort is made to accommodate your request.**
6. Why must I attend training every election cycle when I have been a pollworker for many, many years? **Florida Statutes 102.014(4) requires it. "The Supervisor of Elections shall conduct training for pollworkers prior to each primary, general and special election for the purpose of instructing such persons in their duties and responsibilities as election officials."**



- ▶ Classes for West are held at Gulf Harbors - See Your Assignment Letter
- ▶ Classes for East/Central are held at Pasco County Technology Center - See Your Assignment Letter

## August 2018 Primary Election Task-Specific Training Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
4	6 West - EViD Oper 9am EViD Spec 1pm East/Central - Attendant 10am VSS 1pm	7 West - EViD Oper 9am EViD Spec 1pm East/Central - Attendant 10am VSS 1pm	8 West - EViD Spec 8:30am East/Central - VSS 8:30am Deputy 2pm	9 East/Central - Ballot Dist 8:30am Ballot Dist 1:30pm	10 West - Prec Super 8:30am Deputy 2pm East/Central - Ballot Dist 1:30 pm	11 East/Central - Prec Super 9am Deputy 1pm
12	13 West - VSS 8:30am VSS 1:30pm East/Central - Prec Super 9am	14 West - VSS 8:30am Attendant 1pm & 3:30pm East/Central - EViD Oper 9am EViD Spec 1pm	15 West - Attendant 9am Ballot Dist 1:30pm East/Central - EViD Oper 9am EViD Spec 1pm	16 West - Ballot Dist 8:30am Ballot Dist 1:30pm East/Central - EViD Oper 9am EViD Spec 1pm	17 West - Prec Super 9am Deputy 2pm	18
19	20	21	22	23	24	25
26	27	28 <b>ELECTION Day</b>	29	30	31	

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## October 2018 General Election Task-Specific Training Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 West - EViD Oper 9am EViD Spec 1pm East/Central - Attendant 10am VSS 1pm	16 West - EViD Oper 9am EViD Spec 1pm East/Central - Attendant 10am VSS 1pm	17 West - EViD Spec 8:30 am East/Central - VSS 8:30am Deputy 2pm	18 East/Central - Ballot Dist 8:30am Ballot Dist 1:30pm	19 West - Prec Super 9am Deputy 2pm East/Central - Ballot Dist 8:30 am	20 East/Central - Prec Super 9am Deputy 1pm
21	22 West - VSS 8:30am VSS 1:30pm East/Central - Prec Super 9am	23 West - VSS 8:30am Attendant 1pm & 3:30pm East/Central - EViD Oper 9am EViD Spec 1pm	24 West - Attendant 9am Ballot Dist 1:30pm East/Central - EViD Oper 9am EViD Spec 1pm	25 West - Ballot Dist 8:30am Ballot Dist 1:30pm East/Central - EViD Oper 9am EViD Spec 1pm	26 West - Prec Super 9am Deputy 2pm	27
28	29	30	31			

► **Newbie** Classes for East, Central, and West are held at Pasco County Technology Center in Dade City (East Pasco).

## July 2018 Primary Election **Newbie** Training Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Newbie VSS 8:30am-12:30pm 1:30pm-5:30pm	10 Newbie EVID Specialist 8:30am-12:30pm 1:30pm-5:30pm	11 Newbie EVID Operator 9am-12pm 1pm-4pm	12 Newbie Pct Supervisor 9am-1pm	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## September 2018 General Election **NEWBIE** Training Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Newbie VSS 9am - 1pm	27 Newbie EVID Operator 9am-12pm Newbie EVID Specialist 1pm - 5pm	28	29
30						



**Pollworker Coordinators  
Contact Information**

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East/Central - Nancy:  
[nglavich@pascovotes.com](mailto:nglavich@pascovotes.com)  
 352-521-4302  
 813-929-2788

West - Joyce  
[jmartin@pascovotes.com](mailto:jmartin@pascovotes.com)  
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